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ABSTRACT

Many of the instant black collections are being stocked with reprints and administered by persons not knowledgeable in the field of black history, black books or black people. This study attempts to provide an initial basis that will be strengthened by the experiences of trial and error and the growing need of librarians for a criteria in administering black collections. The course includes the function of the Negro Collection in the instructional program, planning for services to Black Studies Programs, Afri-American Studies Programs and other special curricular programs, services to the community, the preparations of grant proposals, budgeting, and coordinating activities with other library functions. The Special Negro Collection in the Fisk University Library is used as a laboratory. (Author/NH)

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A

HANDBOOK FOR THE ADMINISTRATION

OF

SPECIAL NEGRO COLLECTIONS

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Compiled
by

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Institute On the Selection, Organization, and
Use of Materials By and About the Negro
June 15 - July 24, 1970

TABLE OF CONTENTS

INTRODUCTION i

PART I

Survey and Identification of Special Negro Collections 1

Identification of Special Negro Collections 2

A Brief History of the Negro Collection in the Fisk University Library 4

Selected Sources of Manuscript and Archival Materials on Afro-American Culture 7

PART II

Administration 15

Staff Administration 16

Budget 18

Fisk University Library Special Collections Deed of Gift 20

Fisk University Library Policy on Loans to Reprint Publishers 21

PART III

The Collection 24

Acquisition Policy - Books and Related Materials 25

Acquisition Policy for Special Collections Fisk University Library 26

Manuscripts and Archival Materials 37

Fisk University Library Manuscript Collection 38

Fisk University Library Special Collection Deposit 39

TABLE OF CONTENTS

Fisk University Archives Charter..... 40

Audio-Visual Materials..... 44

Fisk University Library Special Collections
Oral History Tapes..... 45

PART IV

Quarters and Equipment..... 46

Quarters..... 47

Equipment..... 48

PART V

Services..... 49

Use of the Special Negro Collections..... 50

Fisk University Library Rules and
Regulations for Use of Manuscripts and
Archival Materials 51

Fisk University Library Rules and Regulations
for Use of Special Collections..... 53

Reference..... 54

Curriculum Development in Afro-American
Studies..... 55

Community Service..... 56

A Concise Selected Bibliography of Books
and Periodicals for an Initial
Afro-American Library..... 57

Special Services..... 64

INTRODUCTION

This handbook is designed to assist college and university librarians with the administration of Special Negro Collections. The manual is in itself a unique one with the need arising out of the many mushrooming "instant" Special Negro Collections or beginning new Afro-American Collections being established in many college and university libraries throughout the country. It is to be used as a guide in aiding those who have recently become curators or librarians in charge of black collections. This segment of library science is relatively new. To date, there has been very little written in library literature concerning Special Negro Collections, and unfortunately, the conservative library school programs have not yet foreseen the ultimate need for such a course of study in their programs.

The Negroes' revolutionary role in American society as a minority group challenging old established political, social, economic, and ethnic concepts has focused an intensely concentrated interest in black research. The field of research is dependent upon libraries.

Predominately white colleges and universities, which previously had only a minimum amount of information on the Negro, are now hastily attempting to organize Afro-American libraries. These are being established to coincide with black studies programs, to cool militant black students who are angrily aware that their black writers, leaders, and scholars should too have an equally honorable place on library shelves, and to aid the young white researchers who have found the black role in society a lucrative field for quick scholarly recognition.

Many of the instant black collections are being stocked with reprints and administered by persons not knowledgeable in the field of black history,

black books, or black people.

This study in the institute will attempt to provide an initial basis that will hopefully be strengthened in the future by the experiences of trial and error and the growing need of librarians for a criteria in administering black collections.

The course will include the function of the Negro Collection in the instructional program, planning for services to Black Studies Programs, Afro-American Studies Programs and other special curricular programs, services to the community, the preparations of grant proposals, budgeting, and coordinating activities with other library functions. The Special Negro Collection in the Fisk University Library will be used as a laboratory.

There is no doubt that a well-organized Negro collection with selectively appointed books and related materials on the importance of the rich black heritage can provide a nucleus for the most exciting and rewarding center for research, curricular development, and cultural enrichment on any college or university campus.

Ann Allen Shockley
Associate Librarian, and
Head, Special Collections

PART I

SURVEY AND IDENTIFICATION

Of

SPECIAL NEGRO COLLECTIONS

IDENTIFICATION OF SPECIAL NEGRO COLLECTIONS

A Special Negro Collection can be defined as one consisting of books and related materials by and about the Negro. There are seven of these that can be considered the oldest and most distinctive. Five of the collections are located on the predominantly black college campuses of Howard University, Washington, D. C.; Tuskegee Institute, Tuskegee, Alabama; Hampton Institute, Hampton, Virginia; Atlanta University, Atlanta, Georgia; and Fisk University, Nashville, Tennessee. The James Weldon Johnson Collection is located at the predominantly white Yale University. The Schomburg Collection is located in the 135th Street Branch of the New York Public Library.

These collections differ in origin, size, and scope. All have the common purpose to collect, preserve, and make available all aspects of Negro life and culture.

Question: Should all predominantly black colleges attempt to have a Special Negro Collection?

Project: Describe the Special Negro Collection in your library. If one is not included, describe any special collection therein.

Readings:

Ebony. The Negro Handbook. Chicago: Johnson Publishing Company, 1966. "Libraries", Section VI. 173-185.

Jackson, Wallace Van. "The Countee Cullen Memorial Collection at Atlanta University." Crisis, LIV (May, 1947), 140-142.

Leonard, Katherine Estelle. A Study of the Negro Collections in the Trevor Arnett Library. A Thesis. Atlanta: Atlanta University School of Library Science, June, 1951.

New York Public Library. The Schomburg Collection. New York: The Library, 1950.

Porter, Dorothy B. "Library for the Study of Negro Life and History." Journal of Negro Education, Vol. V (April, 1936), 232-44.

Smith, Jessie Carney. "Comments on the Paper of Professor Thomas English." Southeastern Librarian, Vol. 18 (Winter, 1968), 248-250.

Williams, Joan B. "Some Special Collections in the Fisk University Library." Tennessee Librarian, Vol. 16 (Winter, 1964), 47-52.

A BRIEF HISTORY OF THE NEGRO COLLECTION IN THE
FISK UNIVERSITY LIBRARY

One of the most definitive collections of Negroana is housed on the second floor of the new Fisk University Library. This very elaborate section, in keeping with the abundant wealth of the singular black experience adorning its shelves, has a surrounding African influence. The selection of African colors and patterned fabrics along with the black floor covering all enhance the background and motif of the books and related materials within.

Although it is difficult to fix in time the date of the actual founding of the Negro Collection, the presumption is that when Fisk was founded in 1866 there were then some books by and about the Negro in the "library." Apropos of the library's current interest in Africa, it may be noted that among the books on those very first shelves were Livingstone's Journals and Speke's Journal of the Discovery of the Nile, both of which have been recently reissued and are enjoying popularity today.

In 1928 began the first effort to collect systematically about the Negro. The library enlisted the aid of foreign dealers, and one of the outstanding purchases was a lot of twenty-eight pamphlets and manuscripts dealing with the early history of Negro domestic servants in Europe. In 1929, Mr. Arthur Schomburg, not yet employed by the New York Public Library, became curator of these materials, and laid the basis for a collection similar to his own already distinguished private one.

Later, in 1936, Fisk purchased the Southern YMCA College library which, under the direction of W. D. Weatherford, had pioneered locally in collecting

in the field of race problems. Since it had specialized in securing material relating to the American Negro prior to 1865, and Fisk had specialized in material relating to the Negro in America since 1865, the Fisk Negro Collection was now considerably expanded in scope, size and significance.

In addition to the library's interest in the Negro in America, it has also built up an extensive collection on the Negro in the West Indies and Africa, and there is a sizeable pamphlet and manuscript collection covering the whole scope of the Negro's activities in these two areas.

There are thirty manuscript collections in the Fisk University Library. Among these are the important collections of W. E. B. DuBois, Charles S. Johnson, James C. Napier, Scott Joplin, Charles W. Chesnutt, Countee Cullen, Langston Hughes, Jean Toomer, Slater King. Fiskiana, Naomi Long Madgett, Dr. Dorothy Brown, and others.

Over twenty thousand titles on the Negro in Africa, America, and in the Caribbean are included in the Negro collection along with subscription to 227 magazines and 30 newspapers. There are 1500 records and 300 pieces of sheet music. The Langston Hughes collection of blues and gospel records and tapes is one of the best of its kind. The microfilm collection houses 3301 black newspapers, magazines, and dissertations.

An Oral History program is now underway to gather taped interviews from such persons as Mrs. Countee Cullen, Mrs. Jean Toomer, and local Civil Rights leaders, Attorneys Avon Williams and Z. Alexander Looby, and Dr. Dorothy L. Brown, to supplement the materials already in these collections.

Of the rare items in the Special Negro Collection are the Lincoln Bible, a handtooled copy presented to Fisk by Robert Todd Lincoln, and a

specially edited bible for slaves.

The Baldridge Collection of sixty-eight drawings painted by Cyrus Leroy Baldridge form one of the most complete and authentic African native life and native types available in America.

The Special Negro Collection at Fisk University is indeed one of the most distinguished and noteworthy in the country.

SELECTED SOURCES OF MANUSCRIPT AND ARCHIVAL MATERIALS
ON AFRO-AMERICAN CULTURE

Compiled by Jessie Carney Smith
University Librarian, Fisk University, Nashville, Tennessee

States	Libraries	Subjects
Alabama	Alabama Agricultural and Mechanical College (Normal)	Negroes
	Talladega College (Talladega)	History of Talladega College; Music; Art
	Tuskegee Institute (Tuskegee)	All subjects related to the Negro
	University of Alabama (University)	Slavery; Music; Literature; Segregation; Negro missions
Arizona	Arizona Pioneers' Historical Society Collections (Tucson)	Negro troops in Arizona
Arkansas	University of Arkansas (Fayetteville)	Race relations; Race riots; Politics
California	California Historical Society	Negro history
	California State College Library (Long Beach)	Slavery; Anti-Slavery
	Hoover Institution on War, Revolution, and Peace (Stanford)	Africana
	Henry E. Huntington Library (San Marino)	Slavery; Negro Soldiers; Politics; Education; Religion; Africana
	Meiklejohn Civil Liberties Library (Berkeley)	Civil liberties; Civil rights; Education; Politics; Social problems
	U. S. National Archives and Records Service, Federal Records Center (Bell)	Various subjects concerning the Negro. Includes records of all Federal government agencies located in eleven southernmost counties of California, and in Clark County, Nevada
	Pacific School of Religion (Berkeley)	American Home Missionary Society

States	Libraries	Subjects
California	Stanford University (Stanford)	Civil rights
	University of California (Berkeley)	Slavery; Africana
	University of California (Berkeley). Survey Research Center	Race relations; Student rebellions; Sociology
	University of California (Santa Barbara)	Slavery; Antislavery
Colorado	State Historical Society (Denver)	Music; Art; History; Contributions of the Negro in Colorado
	University of Denver, Center on International Race Relations (Denver)	Comparative race and international relations
Connecticut	Connecticut State Library (Hartford)	Slavery; Antislavery
	Stowe-Day Foundation and Research Library (Hartford)	Slavery; Antislavery
	Yale University (New Haven)	Music; Performing Arts; Slavery; Antislavery; Africana
Delaware	Delaware Public Archives Committion, Hall of Records (Dover)	Civil War; Slavery
District of Columbia	Howard University	All subjects pertaining to the Negro; Africana
	Library of Congress	Slavery; Negroes; Africana
	Library of Congress, Federal Archives (National Archives Building)	Slavery; Civil rights; Race relations; Economics; Sociology; Africana
	Library of Congress, Manuscript Division	All subjects relating to the Negro; Africana
	U. S. Department of Health, Education and Welfare, Office of Civil Rights	Civil rights
	U. S. Department of State	Africana
	U. S. Records of the U. S. Diplomatic and Consular Posts in West Africa, 1856-1935	Africana
Florida	University of Florida (Gainesville)	Race relations, Ethnic groups

States	Libraries	Subjects
Georgia	Atlanta University (Atlanta)	All subjects related to the Negro
	Emory University (Atlanta)	Slavery; Civil War
	Martin Luther King, Jr. Foundation, Martin Luther King Jr. Memorial Library (Atlanta)	Black power; Race relations; Civil rights
	Oglethrope County Archives	Slavery
Illinois	Aurora College (Aurora)	Adventist movement
	Center for Research Libraries	Africana
	Chicago Historical Society (Chicago)	Slavery; Slave uprisings; Antislavery
	Hall Branch, Chicago Public Library (Chicago)	Negro life
	The DuSable Museum of African History (Chicago)	Aspects of Negro life
	National Archives and Records Service, GSA, Regional Branch, Region 5 (Chicago)	All subjects pertaining to the Negro in Wisconsin, Indiana, Ohio, Michigan, and Kentucky
	Newberry Library (Chicago)	Slavery; Antislavery; Reconstruction; Civil War; Southern history
	Northwestern University (Evanston)	Africana
	University of Chicago	Civil War, Lincolniana
Indiana	Earlham College (Crawfordsville)	Slavery; Antislavery; Society of Friends
	Indiana Historical Society	Civil War; Negro troops in the Civil War
	Indiana University (Bloomington)	Africana; Music
Kansas	Kansas State Historical Society (Tokepa)	John Brown
	Saint Mary College Library (Xavier)	Slavery; Antislavery

States	Libraries	Subjects
Kentucky	Filson Club (Louisville)	Slavery; Negroes in Kentucky
	Louisville Free Public Library (Louisville)	Antislavery
	University of Kentucky (Lexington)	Civil War
Louisiana	Louisiana State Library (Baton Rouge)	Reconstruction
	Xavier University (New Orleans)	Negroes
Maryland	Johns Hopkins University (Baltimore)	Abolitionists; Slavery; Southern history
	Morgan State College (Baltimore)	Quaker; Papers of former secretary to Booker T. Washington
Massachusetts	American Antiquarian Society (Worcester)	Slavery; the Free Negro
	American Congregational Association Congregational Library (Boston)	Slavery; Antislavery; Christian missions
	Boston Athenaeum (Boston)	South during the Civil War
	Boston Public Library	Negro; Slavery; Abolitionists; West Indies and Slavery; Education
	Boston University Library (Boston)	All subjects pertaining to the Negro; Africana
	Concord Free Public Library (Concord)	Antislavery
	Harvard University (Cambridge)	All aspects of Negro life; Africana
	Peabody Museum and Essex Institute (Salem)	Africana
	Radcliffe College (Cambridge)	Women's rights; Antislavery; Education
	Smith College (Northampton)	Slavery; Antislavery; Women's rights
	Wellesley College Library (Wellesley)	Slavery; Antislavery
	Zion Research Library (Brookline)	Slavery; Antislavery

States	Libraries	Subjects
Michigan	Detroit Public Library, Burton Historical Collection (Detroit)	Antislavery
	Detroit Public Library, Music and Performing Arts Department (Detroit)	Negro music; Performing Arts
	International Afro-American Museum (Detroit)	Negroes
	Michigan Historical Society (Lansing)	Civil rights; Race relations; Race riots; Economic condition Education; Negro troops in Michigan; Employment
	Michigan State University (East Lansing)	Africana
	University of Michigan, William L. Clements Library (Ann Arbor)	Slavery; Antislavery; Negro troops in the Civil War; Africana
	University of Michigan, Michigan Historical Collections (Ann Arbor)	Civil War; Attitude toward Negroes
Minnesota	Minnesota Historical Society Collections	Civil War; Politics; Negro troops in the Civil War; Reconstruction; Slavery; Race relations; Education; Synods
Mississippi	Mississippi Department of Archives and History	Negroes in Mississippi
Missouri	Lincoln University of Missouri (Jefferson City)	Slavery; Antislavery; Africana
	National Archives and Records Service; General Services Administration, Harry S. Truman Library (Independence)	Race relations; equality in the Armed Forces; Problems of the minority groups; Civil rights
	State Historical Society of Missouri (Columbia)	Social and economic conditions; Slavery; Antislavery; Education Civil War; Negroes in the Civil War
	University of Missouri (Columbia)	Education; Negroes in Missouri; Politics; Slavery
Nebraska	Nebraska Negro Historical Society	Negro history in Nebraska
New Jersey	Drew University (Madison)	Slavery; Negro question; Civil War; Reconstruction

States	Libraries	Subjects
New York	American Civil Liberties Union (New York)	Civil liberties; Education; Race relations; Economic and Social problems
	Columbia University Libraries	Slavery; Slave trade; Criminology; Civil War; Negro troops in the Civil War
	Cornell University (Ithaca)	Slavery; Abolitionists; Africana
	National Archives and Records Service, General Services Administration, Franklin D. Roosevelt Library (Hyde Park)	Race relations; Military service, Race riots; Legislation
	National Urban League (New York)	Archives (some archives transferred to Library of Congress, Manuscript Division
	New York Historical Society (New York City)	Slavery; Reconstruction; Civil War
	Schomburg Collection (135th Street Branch of New York Public Library)	All subjects pertaining to the Negro; Africana
	Syracuse University Libraries (Syracuse)	Slavery; Antislavery; Race relations
North Carolina	Bennett College (Greensboro)	Women's rights; Politics
	Duke University (Durham)	Slavery; Antislavery; Race relations; Anthropology; Politics; Education; Status of the Negro; North Carolina history; Africana; Civil War; Negro troops in the Civil War; Negroes in other states; Religion
	Historical Foundation of the Presbyterian and Reformed Churches Collections (Montreat)	Synods
	North Carolina Historical Commission (Raleigh)	North Carolina history
	University of North Carolina (Chapel Hill)	Reconstruction; Slavery; Antislavery; Race relations; Economic conditions

States	Libraries	Subjects
Ohio	Oberlin College Library	Slavery
	Ohio Historical Society Library	Slavery; Antislavery
	Western Reserve Historical Society (Cleveland)	Slavery; Civil War; Negro troops in the Civil War
	Wilberforce University (Wilberforce)	Negroes
Pennsylvania	American Friends Service Committee (Philadelphia)(Housed at Haverford College, Haverford, Pa.)	Education; Civil rights; Race relations; Economic and social conditions
	American Philosophical Society (Philadelphia)	Anthropology; Folklore
	Duquesne University (Pittsburgh)	Africana
	Geneva College (Beaver Falls)	Slavery; Files of Covenanter Church
	Haverford College (Haverford)	Slavery; Antislavery; Education; Civic and political affairs
	Historical Society of Pennsylvania (Philadelphia)	Slavery; Antislavery; Civil War; Negro; Education; Aspects of Negro life
	Swarthmore College (Swarthmore)	Quakers; Negro; Slavery; Women's rights
Rhode Island	Brown University (Providence)	Confederate States; Slavery; Civil War; Music
South Carolina	Furman University (Greenville)	Religion; Slavery
	The Miriam B. Wilson Foundation, Old Slave Mart Museum (Charleston)	Cultural history; Negro history
	South Carolina Historical Society Collections	Negroes in South Carolina; Music; Folklore
	University of South Carolina (Columbia)	Civil War; Reconstruction; Economic conditions
Texas	University of Texas (Austin)	Africa; Reconstruction; Civil War; Religion; Economic conditions

States	Libraries	Subjects
Tennessee	Fisk University (Nashville)	All subjects pertaining to the Negro; Africana
	Tennessee State Library and Archives (Nashville)	Education; Civil War; Slavery Race relations
Virginia	Colonial Williamsburg Manuscript Collections (Williamsburg)	History
	Confederate Memorial Library (Richmond)	South prior to the Civil War
	University of Virginia (Charlottesville)	Politics; Economic conditions; Slavery; Negroes in Virginia
	Virginia State Library (Richmond)	Civil War; Education; Social conditions
West Virginia	West Virginia University Library (Morgantown)	Politics; Folklore; Slavery; Antislavery; Negroes in West Virginia
Wisconsin	State Historical Society of Wisconsin (Madison)	Slavery; Civil rights; Education; Civil War; Negroes in Wisconsin; Negroes in the Civil War; Civil rights group:

PART II

ADMINISTRATION

STAFF ADMINISTRATION

The staff of a Special Negro Collection is dependent upon many factors. Among these are the need, budget, size of the collection, and the services offered. A staff could consist of the following:

Staff

I. Professional staff

a. Librarian or Head of Special Collections
b. Assistant Librarian or Researcher
c. Cataloger
d. Archivist

II. Non-Professional staff

a. Library assistant(s)
b. Student assistant(s)

Duties and Functions

The duties of the professional staff may vary with experience, number of trained persons to perform functions, services offered, and the hours in which the collection is open. Duties can frequently overlap in small collections.

The non-professional staff members should have four years of college to work in their position, and also typing ability. Student assistants should be well trained and informed of the importance of handling rare and specialized materials.

Librarian

Administers and supervises all special collections, archival materials (this may vary), prepares reports, acquires materials, keeps statistical reports, acknowledges gifts, publicizes collections, engages in scholarly research, encourages gifts, endowments, collects papers and books, cooperates with the faculty in black studies curricular

development, seeks faculty support and suggestions, plans programs, assists scholars and researchers, prepares brochures and catalogs, attends professional meetings.

Assistant Librarian or Researcher

Assists in administration and supervision, prepares statistical reports, answers research and reference questions, assists readers, prepares bibliographies, assists in acquiring materials, trains student assistants. The assistant librarian or researcher should have a degree in a subject area besides the M.S.L.S.

Cataloger

Catalogs all items pertaining to the collection, classifies and indexes materials, keeps records, and organizes materials.

Archivist

Processes and preserves manuscripts, assists scholars in research, prepares brochures, bibliographies, engages in scholarly research, publicizes collections, reports collections. The archivist should have a degree in history.

Non-Professional

Library assistant(s)

Types, files, assists in keeping records and statistics, supervises student assistants, assists the librarian in performing other duties as required.

Student assistant(s)

Shelves books, keeps stacks in order, files in vertical file, obtains materials for readers, clips newspaper articles, types, answers simple reference questions, assists readers.

Question: Should the archivist be a part of Special Collections?

Budget

I. There are several ways in which Special Negro Collections are funded. Among these are:

A. The money is taken out of the regular library budget for books, supplies, etc.

B. An endowment to subsidize a Special Negro Collection.

C. A special budget set up by the college or university.

D. Grants from government agencies or foundations to support specific projects.

The amount of money available in a library budget often determines whether or not a library can support a Special Negro Collection. In the predominantly black colleges and universities where the library budget is small, to have a Special Negro Collection can create many problems with regard to staffing, housing, maintenance, and the collection itself.

Readings: Institute on Materials By and About American Negroes, Atlanta University, 1965. "Negro Collections versus Negro Materials", pp. 4-22.

Shockley, Ann Allen. "Does the Negro College Library Need a Special Negro Collection?" Library Journal, Vol. 86 (June 1, 1961), 2049-2050.

Discussion: Should all predominantly black colleges attempt to house a Special Negro Collection?

Project: Set up a budget in the amount of $25,000 to begin a Special Negro Collection. Books and related materials should be included.

II. The following are ways to supplement a Special Negro Collection:

A. Gifts

Many important items can be acquired from gifts of books and related materials as well as through gift endowments. A copy of the Fisk University Library's Deed of Gift is on page 20.

B. Reprints

Many of the old established collections have valuable out-of-print materials on the Negro. These are now being reprinted by publishers at various costs per book according to the library. An example of the Fisk University Library's reprint policy can be found on pages 21-23.

C. Proposals

By the writing of proposals to funding organizations, money can often be secured to support major projects for Special Negro Collections.

D. Friends of the Library

This organization can be utilized to raise money to help finance Special Negro Collections.

E. Alumni

The alumni, through gifts and donations, can contribute immeasurably to supporting a Special Negro Collection.

Project: Write a proposal to supplement a major project for a Special Negro Collection.

Readings: King, Judith F. "Writing Research Proposals". American Library Association, Vol. 61 (December 1967), 1314-1318.

Smith, Gerald M. "Inadequacies in Research Proposals". Library Trends. Vol. 13 (July, 1964), 68-83.

FISK UNIVERSITY LIBRARY

SPECIAL COLLECTIONS

Deed of Gift

I, _____, hereby give, transfer, assign and deliver to the Fisk University Library Special Collections, absolutely and unconditionally the following:

together with any and all copyright, literary and other rights therein.

Signature of Donor _____

Address _____

Date _____

Accepted by _____

Title _____

Date _____

Fisk University Library
Policy on Loans to Reprint Publishers

The Fisk University Library will consider requests from publishers for loan of specific titles for review, reprinting or for microreproduction. If the request is approved by the University Librarian titles will be loaned in a spirit of sharing the library's rich resources with other libraries and scholars, but under conditions that will safeguard the library's collections, protect library users and recover all costs incurred.

Items borrowed:

Conditions for borrowing.

If a title is judged to be one that can be made available for reprinting or editorial review, the borrower who requests the loan must agree in writing to the following conditions:

1. A service charge of $5.00 will be made for every volume borrowed by a publisher, whether for reprinting purposes, for editorial review, or for copying one or a few pages. When parts of a serial are borrowed at various times, a service charge of $5.00 will be charged for each group borrowed.

2. An additional borrowing fee of $25.00 will be charged for (1) each monograph title and (2) for each numbered volume of a serial reprinted.

3. The borrower will pay all charges incurred in the shipping of borrowed items, including insurance costs.

4. The publisher agrees that the reproduction will be of satisfactory quality.

5. Two copies of each reprint will be sent to the Fisk University Library without charge as soon as the reprint volumes are available.

6. The borrower will be responsible for obtaining all copyright, rights or permits necessary in connection with the reprinting or reproduction of materials borrowed. The borrower agrees to idemnify, defend, and hold harmless Fisk University, its board of trustees, officers, agents and employees, of and from any and all suits, claims, or proceedings asserted or instituted as result of reprinting or reproducing in any form titles borrowed from Fisk University Library.

7. The text of the original, including title, verso of title and other such publication data will be reprinted without additions or deletions, unless arrangements are made with the original author.

8. The form of the reprint must be such that the bibliographical identity of the original will be readily recognizable.

9. The reprint must show that it is reproduced from an original copy in the Fisk University Library.

10. Permission to reprint applies only to the title or edition for which such permission is being requested and does not apply automatically to any prior or subsequent titles or editions.

11. The borrower will not remove the original from its binding or damage it in any way unless he has secured written permission from Fisk University Library. If he has been authorized to remove it from its binding he will have it rebound at his expense by Class-A Library Standards or, if the library desires, will place it in its original binding before returning it.

12. The term of the loan is to be _____, and may be extended only by permission of the library. Any work that is lent for a period of more than one month shall be subject to recall by the library, if urgently needed by a reader, at any time after the first month.

The undersigned hereby accepts and agrees to comply with the above conditions:

_____
Name of firm

By _____

Title _____

Address _____

_____

Date _____

Permission approved by: _____

Date _____

Please address all correspondence to:

Mrs. Jessie Carney Smith
University Librarian
Fisk University
Nashville, Tennessee 37203

1/15/69

PART III

THE COLLECTION

ACQUISITION POLICY

BOOKS AND RELATED MATERIALS

The acquiring of materials for the Special Negro Collection depends upon the purpose of the collection, budget, and how inclusive the collection is intended to be. Some collections are more concerned with special subject matter. The acquisition policy should be in line with the basic needs of the collection, the curriculum of the college or university it serves, and the history of the college itself.

Discussion: Should all books that are published be purchased for a Special Negro Collection?

Project: Write an acquisition policy for a Special Negro Collection.

ACQUISITION POLICY FOR SPECIAL COLLECTIONS

FISK UNIVERSITY LIBRARY

Guideline for Acquisitions

The aim of the Fisk University Library's Special Collections is twofold: to provide as nearly inclusive as possible a collection of Negroana to serve as a center for the preservation of Negro history; and to collect, on a more limited basis, significant items to enhance the research value of the other resources that are located there. These aims will be achieved only insofar as budget, grant funds, and other gifts will permit. This policy is not definitive for all time, but will be reexamined constantly with a view toward providing a policy statement which is realistic to the needs of educational and research programs.

The collection now includes rare books and items, journals, newspapers, pamphlets, manuscripts, papers, archival materials, private libraries, and some audio-visual materials. Selection of materials rests primarily with the staff of the Special Collections area, with recommendations of the staff of the Fisk University Library, the Fisk faculty, and visiting researchers.

Materials in Special Collections will present all points of view. In particular, censorship practices will be disregarded. If the budget is extremely limited, only those titles of lasting significance for scholarly research, of basic interest, and those that support curricular programs at Fisk will be considered.

Negro Collection Materials

The major portion of the Special Collection materials in the Fisk Library are those by and about the Negro. Acquisition of materials for this collection require expertise and thoroughness in selection to

insure proper growth and development, and to make certain that the vast amounts of current publications are identified for consideration. Materials in all subject areas will be acquired.

Bibliographic Aids for Selection. Materials on the Negro may be found in numerous catalogs of publishers, announcements, bibliographies, and other sources. Those tools that are basis to the selection of materials because of their comprehensiveness, currency, and/or reliability that must be used are:

Choice

New York Times Book Review

Library of Congress cards on the Negro (these cards are sent to the Fisk Library periodically from the Library of Congress)

Dictionary Catalog of the Schomburg Collection

Catalog of the Moorland Foundation, Howard University

Monroe Nathan Work, Bibliography of the Negro in Africa and America

Dorothy Porter, A Working Bibliography on the Negro

Publisher's Weekly

Ebony Magazine

Journal of Negro History

Bibliography of Caribbeana

The Journal of Modern African Studies

When reprint editions are considered for purchase, the title must be either reviewed by a knowledgeable person or appear in a reliable bibliographic aid in its first edition or in its reprint edition.

Bibliographic Services are now being offered through agencies or through individual researchers. However, before subscribing to them, the authority, scope, and content should be examined carefully by both the Reference and Special Collections departments to avoid duplication of other bibliographic sources.

Types of Materials. With the exception of museum pieces, materials on the Negro will be collected regardless of form. Art objects and other museum pieces will be collected by the Department of Art and will be housed either in the Department or in the Carl Van Vechten Art Gallery. Materials to be acquired are:

Books. Two copies of titles will be purchased if budget permits. One copy will be placed in the general circulation area and the other in the Special Negro Collection. This also includes juvenile books by and about the Negro. If only one copy can be purchased, as may be the case with expensive items, the title will be placed in the Special Negro Collection.

In a limited number of instances, three copies of a title will be acquired. Examples are: books about such personalities as Martin Luther King; books by James Baldwin, and other noted personalities, certain materials on Black Studies, and supplementary readings for large classes at Fisk. The formula to be followed in the case of the latter is one copy for every fifteen students in a particular course. In such instances, one copy of the title will be placed in the Negro Collection while two copies

will be placed on reserve in the General Collection. Some juvenile books will fall into this category.

Paperback books. Preference will be given to hardback editions rather than paperback edition. Paperback editions will be acquired only if the hardback edition is unavailable, or if the title was published only in paperback.

Reprints. Reprint editions in hard cover will be considered, particularly when more than one copy is desired, and when titles are available in this form only.

First editions. First editions will be preferred to reprint and paperback editions, and will be acquired if the price is reasonable. If a title is of general use, reprint edition in hard cover will be acquired.

Rarities. Rare items will be acquired if the item is of particular interest to Fisk, if the price is reasonable, and if funds are available.

Pamphlets. Materials in pamphlet form will be acquired if the publications meet the general requirements of the Acquisition Policy Statement.

Journals. All Negro journals that are basic for scholarly use will be acquired. The popular Johnson publications of Jet, Black World, and Ebony, will be continuous. These journals will be acquired in duplicate, with the second copy

reserved for binding.

Mimeographed booklets. Many mimeographed booklets now being published as "magazines" will be collected only after they are examined closely for contents, format, and authority with a view toward lasting value before subscribing to them.

Newspapers. Black militant newspapers such as Black Panther and Muhammad Speaks will be subscribed to primarily because they are the official organs of organizations whose viewpoints and news can be kept on record for future research. The old standbys as the Afro-American and Pittsburgh Courier should be continuous. The Pittsburgh Courier will be acquired also on microfilm. Any black newspapers or news-sheets of surrounding NASHVILLE or other places in Tennessee should be subscribed to regardless of the possible duration of the publication or the format.

Reference Books. There are to date few Negro Reference Books. Two copies of these will be purchased, one each for the Negro Collection and the Reference Department. This will enable the Reference Librarian to answer questions relating to the Negro when the Negro Collection is closed.

Theses. The Library will collect theses by and about the Negro when they are significant to the collection practices of the Library. (See also Fiskiana Collection.)

Tennessee Black History. A vigorous effort is now being made to build up a Tennessee Black History Collection. The collection will include books, journals, organization publications, papers and manuscripts of individuals, and group movements which will include the Civil Rights Movement in Tennessee. All materials along these lines will be acquired, and gifts encouraged.

Manuscripts. The Fisk University Library has a collection of manuscripts and papers in its archives. Individual scholars, writers, and organizations will be encouraged to either give these to the University Library or make the library a deposit for them. (See contract for deposit or gift of manuscript collections.)

If a collection has to be purchased, it will be examined carefully as to the originator, importance, contents, and value to scholarly research as well as to the University Library. If a collection appears to be noteworthy for purchase, the funds for this should be taken from a special fund or grant for this purpose, if at all possible.

Africana. A basic book collection of Africana will be acquired to supplement the Afro-American and Caribbean studies programs. Purchasing of books in this area will supplement the curricula, supply basic knowledge, and serve as reference tools. Some

books on Africa can be somewhat transient, because the continent has rapid government turnovers. In view of this, books will be carefully selected with regard to authority, scope, content, and basic information.

African newspapers and journals are to be subscribed to in limited quantity. Primarily those of general and factual content should be weighed.

The African collection, at this point, cannot be all inclusive.

Archives (see also Fiskiana). The Fisk University Library is the official depository for the archives of the University. Rules governing the collection and housing of the archives are set forth in the Archives Charter (attached). Archival materials to be collected are:

Files from the Office of the President

Files from the Office of the Dean of the College

Files from the Office of the Associate Dean of the College

Theses (see Fiskiana)

Fiskiana

The Fiskiana Collection includes materials by and about Fisk University, its faculty, students, alumni, and friends. An exhaustive collection policy will be employed in acquiring materials for the Fiskiana Collection. Materials in this part of the Negro Collection will appear in all forms (except museum pieces, although a few such items are already in the collection). Materials to be collected are:

Theses. One copy will be placed in the Negro Collection and one in the general collection.

Reprints of articles.

Brochures.

Books. Three copies of books will be acquired. Two copies will be placed in the Negro Collection and will bear the designation "Fiskiana" on the catalog cards and on the book.

University catalogs.

University yearbooks.

Annual reports of major offices.

Minutes of meetings of the Faculty.

Minutes of meetings of the Executive Committee of the Faculty.

Minutes of meetings of the Board of Trustees

Minutes of meetings of the Educational Policy Committee.

Minutes of meetings of other major committees.

The Fisk Forum.

Alumni News.

Programs (Commencement, Festival of Music and Arts, Convocations, etc.)

Reports of conventions and conferences.

Faculty handbooks.

Student handbooks.

Audio-visual materials, such as photographs, clippings, recordings, etc. The Nashville Tennessean, the Nashville Banner, will be clipped.

Audio Visual Materials. The library at this time has a small collection of audio-visual materials due to the lack of space, equipment, and staff to service and expand this collection in the past. Now with a new audio-visual center, located in the library, more concentration will be given to acquiring additional materials.

More slides, tapes and filmstrips will be purchased selectively in line with supplementing classroom instruction as well as other materials in the library. Preference will be given to selecting hard copies of a title rather than in microform.

Microfilms of the Pittsburgh Courier and the Chicago Defender are continuous. The papers are also collected in their original edition. Any part of the manuscript collection which is in a state of deterioration will be microfilmed.

The library is attempting to build up an Oral History Program. Tapes of this kind need not be purchased unless they are directly related to the manuscript collection, i.e., tapes of Mrs. Jean Toomer, Mrs. Countee Cullen, etc., or Fisk history. Speeches of all noted Negro

personalities who visit Nashville will be taped. The Oral History Program will be almost exclusively that of the library's.

Gifts. Gifts will be encouraged. Many valuable items can be acquired through this means. Books bearing the author's autograph will be placed in the Negro Collection.

Additions to manuscript collections will be placed with that collection, i.e., papers of Thomas Elsa Jones with those already there. Books by Fisk faculty or alumni will be placed in the Fiskiana section of the Negro Collection with designation "Fiskiana".

Other Collections

Winifred Holtby Collection. Materials in the Holtby Collection are acquired primarily through the generosity of the founder of the Collection, noted English bibliographer Dr. Geoffrey Handley-Taylor, in memory of his friend, the young Yorkshire author, Winifred Holtby. Through the influence of Dr. Handley-Taylor, other Yorkshire authors are being persuaded to add to the collection. Books, manuscripts, clippings, correspondence, notices, photographs, and similar materials are collected.

George Gershwin Memorial Collection of Music and Musical Literature. Materials in all forms (except museum pieces) will be collected as they relate to the contents of the Gershwin Collection.

Sir Ralph Perrin City of London Collection. The library collects no materials on this subject. The collection of 100 books on London will not continue under present collection practices.

Florine Stettheimer Collection. This collection was established by Carl Van Vechten in memory of his friend, artist Florine Stettheimer. It consists of a collection of books on the fine arts and has 1,200 items dealing with all aspects of the graphic arts. The collection was contributed to until 1964 when Carl Van Vechten died.

Revised June 1, 1970

MANUSCRIPTS AND ARCHIVAL MATERIALS

Manuscripts and archival materials that are housed in Special Collections are extremely valuable for primary research. Original copies of manuscripts, papers, correspondence, documents, and records of individuals and organizations are irreplaceable if lost, stolen, or damaged.

Where budget permits, these materials should be microfilmed for safety and preservation. Films should be kept separate from the original copies.

Manuscripts require special treatment, care, maintenance, and supervision. Donors who deposit papers and manuscripts should be assured of their proper care, and a mutual form for the protection of the donor and college or university should be signed. A copy of the Fisk University Library Special Collection Deposit is on page 39.

The archives of a college or university should be treated and looked upon as one of the most important repositories for the preservation of academic, individual, and organizational history. The Fisk University Archives Charter is on page 40.

Discussion: Should archival materials be under the supervision of Special Collections or separate?

Readings:

Bordin, Ruth B. and Warner, Robert M. The Modern Manuscript, New York: Scarecrow Press, Inc., 1966.

Cunha, George D. M. Conservation of Library Materials. Metuchen: Scarecrow Press, 1967.

Muller, Samuel, et al. Manual for the Arrangement and Description of Archives. New York: H. W. Wilson, 1940.

National Fire Protection Association. Protection of Records. Boston: National Fire Association, 1967.

FISK UNIVERSITY LIBRARY MANUSCRIPT COLLECTIONS

1. Ernest R. Alexander
2. Dorothy L. Brown
3. Frederick Brownlee
4. Charles Waddell Chesnutt
5. Countee Cullen
6. William Edward Burghardt DuBois
7. George Gershwin
8. Charles F. Heartman
9. George Edmund Haynes
10. Pauline Hopkins
11. Langston Hughes
12. Charles Spurgeon Johnson
13. James Weldon Johnson
14. Thomas Elsa Jones
15. Scott Joplin
16. Julius Rosenwald Fund
17. Slater King
18. John Mercer Langston
19. Naomi Long Madgett
20. James Carroll Napier
21. Robert Ezra Park
22. Paul Partington
23. Mary Elizabeth Spence
24. William Still
25. Thomas Washington Talley
26. Jean Toomer
27. Lillian Welch Voorhees

FISK UNIVERSITY LIBRARY

SPECIAL COLLECTION DEPOSIT

I, _____, hereby assign to FISK UNIVERSITY, the _____ Collection to be placed on deposit in the FISK UNIVERSITY LIBRARY ARCHIVES for use by bona fide scholars and researchers.

The _____ Collection is be be used under library restrictions. Those items in the _____ Collection that the assignee designates to be closed for a duration of stated time, or to be used only by permission from the assignee or heirs will have to be honored.

Permission to literary rights, photocopy, or copyright of the materials will have to be granted by the assignee, the heirs, or the Fisk University Library Archives if so empowered.

The assignee, heirs, or any other legal designee of the estate may withdraw all or any part of the _____ Collection upon written request to the University Librarian.

Signature of Assignee _____

Address _____

Date _____

Accepted by _____
Title _____
Date _____

FISK UNIVERSITY ARCHIVES CHARTER

I. NAME. Fisk University Archives is hereby established as the official archival agency of the University.

II. OBJECTIVES. The objectives of the Fisk University Archives shall be: the collection, preservation and administration of the official records of the University; and the development of standards for the making, care and administration of archives at Fisk University.

III. ARCHIVES COUNCIL. The University Archives shall be governed by an Archives council of five persons, consisting of the President, the Dean of the University, the Librarian, the Head of a Department, and a Faculty Member. The Departmental Head will change every two years, and the Faculty Member every year. The President shall be the Chairman of the Council. The Archivist shall be a member ex-officio, and shall serve as Secretary.

IV. FUNCTIONS OF ARCHIVES COUNCIL. The Archives Council shall have the authority to make policies regulating the Archives; to control the expenditure of such funds as may be appropriated for equipment and maintenance; to accept gifts, bequests, and endowments for purposes consistent with the aims of the Archives; to make necessary reports of receipts, disbursements, work and needs to the President; and to adopt policies and projects designed to fulfill the duties and attain the objectives of the Archives.

V. THE ARCHIVIST. The active management and administration of the Fisk University Archives shall be vested in the Archivist, who shall be qualified by professional training or experience in archival work at the time of his appointment. The Archivist shall formulate rules and regulations, under existing policies, for the use of the University Archives.

VI. FUNCTIONS OF THE ARCHIVIST. The Archivist shall perform all duties in connection with the administration and development of the archives, so as to achieve the purposes of its creation.

VII. OPERATION OF THE ARCHIVES.

A. Transfer of Records. On behalf of the University, the Archivist is authorized to negotiate for the transfer of and to receive University Archives from the custody of any office of administration or instruction or other record-creating divisions.

B. The Archival Program. The Archivist shall collect, arrange and make available to authorized persons, at reasonable times, in the office of the Archives, all obtainable archival materials relating to the operation and history of Fisk University. He shall carefully protect and preserve them from deterioration, mutilation, loss or destruction. He shall keep the official archives in his custody in such arrangement and condition as to make them accessible for convenient use, and shall permit them to be inspected, examined, abstracted, or copied at reasonable times under his supervision, by any authorized person. He shall make arrangements for the furnishing of certified copies thereof on payment in advance of fees as prescribed by the Council.

C. Release of Non-current Records. Any record-creating division at Fisk University is hereby directed and empowered to release to the University Archivist for preservation and administration such university records legally in its custody as are not needed for the transaction of the current business of the office, whenever the Archives is willing and able to receive and call for them.

Whenever such transfer is made, the Archivist shall transmit to the office from which the archives are transferred a list in which such archives are described in terms sufficient to identify them. This list shall be filed and preserved in said office.

All University Archives of any division shall, upon the termination of the existence and functions of that office, be transferred to the custody of the Archives, unless otherwise directed by the Archivist.

The Archivist, in person, or through a deputy, shall have the right of reasonable access to and examination of all current University records.

D. Records Administrator. In addition to purely archival functions, the Archivist shall also serve as Records Administrator. He shall examine into and report to the Council on the condition of current records. He shall cause such actions to be taken by their custodians as may be necessary to put them in the condition needed to preserve them from misplacement, loss or destruction. He shall promote better care of the files and advise with records-creating offices regarding:

1. the disposal of useless archives in their custody;
2. the recovery of archives belonging to their offices;
3. the delivery of archives to their successors in office;
4. the adoption of sound practices relative to the use of durable paper and ink;
5. other desirable practices which will facilitate better use of current files and orderly retirement to the Archives of non-current records.

The Archivist shall, at stated intervals, issue circular letters on the procedures to be followed in the management of records.

VIII. UNIVERSITY POLICY. The policy stated above relates to the official records of the University.

IX. ARCHIVES OTHER THAN UNIVERSITY ARCHIVES. Archives of other agencies, organizations, or the personal papers of individuals entrusted to the custody of the University shall be governed and administered in accordance with the strictest archival practices. Regulations and restrictions governing their use shall be worked out by the Archivist in conjunction with the Archives Council. As non-official archives are processed, guides will be issued with a statement of policy included.

X. OFFICIAL ESTABLISHMENT. This charter shall be in full force and effect from and after May 1, 1948.

APPROVED:

Archives Council, Fisk University
April 29, 1948

Board of Trustees, Fisk University
April 30, 1948

MEMBERS OF THE ARCHIVES COUNCIL
1 9 4 8

Charles S. Johnson, Chairman
Arna Bontemps, Vice Chairman

S. O. Roberts
A. A. Taylor
Preston Valien

Dwight H. Wilson, Archivist,
Member ex officio, and Secretary

AUDIO-VISUAL MATERIALS

Audio-visual materials are important to Special Negro Collections to supplement books and cirriculum materials. The use of phonographs, tapes, microfilm, films, filmstrips, and film slides can play an important part in curricular development as well as aiding with scholarly research.

The development of an Oral History Program in the Fisk University Library has been started to coincide with the archival collection. A form used by the Fisk University Library for the deposit of Oral History tapes is on page 45.

Discussion: Should a small Special Negro Collection attempt to have an Oral History Program?

Readings:

Fry, Amelia and Willa Baum. "A Janus Look at Oral History." The American Archivist, Vol. 32 (October 1969), 319-326.

Tyrrell, William L. "Tape-Recording Local History." American Association for State and Local History, Technical Leaflet 35, History News, Vol. 21 (May, 1966).

FISK UNIVERSITY LIBRARY

SPECIAL COLLECTIONS

ORAL HISTORY TAPES

I, _____, fully understanding the purpose of this taped interview held on _____, 19 ___, at _____, _____, hereby place the tape(s) on deposit in the Fisk University Library Oral History Collection.

The interviewee, heirs, legal designees, or Fisk University Library (if so empowered) will hold literary rights, seal privileges, right to edit tape transcriptions, right to grant permission for tapes or transcripts to be made, and the right to determine if the tapes should be disposed or preserved.

The tape(s) are to be used by bona fide scholars and researchers under library restrictions.

The taped interview(s) may be withdrawn all or in part by the interviewee, heirs, legal designees of the estate upon written request by the University Librarian.

Signature of Interviewee _____

Address _____

Date _____

Interviewed by _____
Date _____

Accepted by _____
Title _____
Date _____

PART IV

QUARTERS AND EQUIPMENT

QUARTERS

Requirements for housing and servicing Special Negro Collections varies from one library to another. Quarters and equipment should be planned in relation to the administrative organization of the library and the relationship of the collection to other areas in the library. It is of primary importance to distinguish between those collections of Negro materials which are not to be restricted and those which are for protection.

The quarters should be designed for the use they are intended to serve, and allow for growth and expansion. The quarters should be attractive as far as the budget will permit.

In preparing a Special Collections area, such consideration to (1) housing; (2) spacial requirements for readers; (3) exhibit areas; (4) floor treatment; (5) lighting, temperature control, dust control, humidity control, and fire proofing; (6) staff quarters; (7) special requirements to meet their own peculiar needs, should be given.

Discussion: Describe the quarters housing Special Collections in your library.

Readings:

Burchard, John E., Charles W. David, and Julian O. Boyd, eds. Planning the University Library Building. Princeton: Princeton University Press, 1949, pp. 49; 51-52.

Metcalf, Keyes D. Planning Academic and Research Library Buildings. New York: McGraw-Hill Book Company, 1965, pp. 109-111.

EQUIPMENT

Special Collections equipment can be (1) standard or (2) special. The standard includes copying facilities, microreaders and printers, carrels, vaults, and vertical files. Special built-in equipment as cabinets for housing rare books and materials, and specially equipped book stacks of steel construction for low fire resistance, burglar and fire alarm system, automatic warning system, and special boxes and folders for handling and preserving manuscripts.

Discussion: What special and standard equipment are available in your Special Collection?

Project: Plan an outline for quarters, equipment, and administration of the physical arrangements for a Special Collection.

Readings:

Archer, H. Richard, Editor. Rare Book Collections. Chicago: American Library Association, 1965. Chapter VIII, "Physical Housing and Equipment."

DuBose, J. "Insuring Against Loss." History News, American Assoication for State and Local History, Vol. 24 (May, 1909).

PART V

SERVICES

USE OF THE SPECIAL NEGRO COLLECTIONS

Special Collections require special supervision. This is contingent upon housing, the value of the collection, and staff to supervise the use of books and materials in Special Collections. Libraries vary how materials are to be used, under what circumstances, who and how archival materials are to be used, photocopying of materials, and whether or not the materials are to circulate. A policy statement on the supervision of special materials that can be easily destroyed, stolen, or mislaid should be implemented.

The Fisk University Library has special rules and regulations governing the use of archival materials and the Special Collections by students, scholars and researchers. These are listed on pages 51-53.

Discussion: Should manuscript collections be restricted to use by undergraduate students?

Reading: Kane, Lucille M. A Guide to the Care and Administration of Manuscripts. Nashville: American Association for State and Local History, 1960.

FISK UNIVERSITY LIBRARY RULES AND REGULATIONS
FOR USE OF MANUSCRIPTS AND ARCHIVAL MATERIALS

1. Bona fide scholars and researchers who use manuscripts must present some type of identification and sign an application for use of the collection. It is preferred that readers write before arriving to examine the manuscripts.

2. Scholars will be assigned a special area for reading.

3. All briefcases, hats, and personal effects must be kept in the office of Special Collections.

4. Scholars and researchers are limited to one manuscript box at a time.

5. A form must be signed for all materials received. Example of form:

FISK UNIVERSITY LIBRARY SPECIAL COLLECTIONS
Manuscript Collections
Scholars are limted to use of one box at a time

Manuscript Collection Name_____

Box Number_____

Folder Number_____

Name_____

Address_____

Date_____ Returned_____

---

6. Manuscripts and archival materials do not circulate and must be used during the hours the Special Collections Room is open.

7. Undergraduate students who use the manuscripts must have a faculty member sign to be responsible for the materials used, and to see that the rules and regulations are observed. Faculty members must be present when the manuscripts are being used.

8. To insure the integrity of manuscripts, no marks or writing should be placed on them. No fasteners of any type should be applied to the manuscripts. Photographic chemicals and ink pens must not be used near them. Manuscripts are not to be rearranged, altered, folded, or mishandled.

9. Cameras cannot be used for photographing materials unless authorized.

10. Smoking, eating, or drinking are not permitted in the areas assigned.

11. Complete runs of unpublished materials or those still in copyright cannot be photocopied or xeroxed.

12. Complete letters restricted by the donors or discretion of the library staff cannot be xeroxed unless permission is secured.

13. Materials that are fragile or brittle cannot be xeroxed.

14. All materials requested for xeroxing are subject to the final decision of the Special Collections staff.

15. Special Collections materials are not sent through the mails.

16. Misuse of the collection and the disregarding of rules and regulations forfeits the right to use the materials.

17. Some archival materials may be lent for exhibit to other agencies or institutions, but not to individuals. The borrowing institution must insure the materials, see that the requirements for their safety must be met, and all costs for travel and other expenses paid.

18. If manuscripts have been photocopied, the film must be used.

19. Permission to publish research prepared from materials in the manuscript collections must be secured from the proper source, and credit given upon publication to the Fisk University Library.

20. Collections which have restrictions for use must be observed. Those which need special permission for use must be secured

21. The users of Oral History tapes must abide by the interviewee's signed request for use. Tapes do not circulate and cannot be reproduced unless authorized by the interviewee.

22. Scholars must be responsible for obtaining all copyrights, rights, or permits necessary in connection with the reprinting or reproduction of materials borrowed.

23. Audio tapes belonging to the University Library cannot be retaped unless special permission is granted.

24. All persons must have briefcases, books, and parcels checked before leaving.

25. Records must be kept in the order that they are in the folder. Papers seemingly in disorder should be brought to the attention of a staff member. Users must not attempt to arrange records.

26. Users must familiarize themselves with the rules and regulations governing the use of manuscripts and archival materials.

FISK UNIVERSITY LIBRARY RULES AND REGULATIONS
FOR USE OF SPECIAL COLLECTIONS

This area houses Special Collections, and as such, special rules and regulations must govern the use of the materials in this room.

1. Materials in the Special Collections do not circulate. Many rare and valuable items that are irreplaceable are housed in this collection.

2. Students must present library cards before signing for books and materials.

3. Users are limited to three books at a time or three journals. These have to be checked in before others can be issued. Complete runs of journals cannot be charged at one time.

4. Students must use all materials in Special Collections during the hours the room is scheduled to be open. Those who wish to use books after the room is closed may do so by placing the books on reserve for use in the general reading area.

5. Patrons are not to damage, destroy, or mark in any books or related items. Abuse of these materials forfeits the user's right to this collection.

6. Students are not allowed into the stacks.

7. Smoking, eating, or drinking is not permitted in this area.

8. Before leaving, all briefcases must be checked.

9. Requests for materials are to be written on call slips and signed with post office box numbers.

10. Records or tapes in Special Collections cannot be borrowed or retaped.

11. If there are any questions, concerning the use of the materials, please consult the librarian in charge.

REFERENCE

Many scholars, students, and researchers use materials for information and research in Special Negro Collections. Librarians and curators of these collections receive a tremendous amount of correspondence to answer research questions. The librarian in charge should be able to provide information from or about records in the collection. Information can be given over the telephone, by letter, written reports, or personal conferences. If certain information is not available in the library, the librarian should be able to direct the researcher to where the information can be found. Scholars should be directed to bibliographical sources. Some inquiries, because of the nature, should be denied.

Discussion: How far should the library go in answering scholarly questions?

Project: Answer correspondence on research questions.

Readings:

Clarke, John Henrik. "The Origin and Growth of Afro-American Literature." Journal of Human Relation, Vol. 16 (Third Quarter, 1968).

Durden, Robert. "Afro-American History." Gronion, (April 16, 1970) 39-42.

Franklin, John Hope. "Archival Odyssey. Taking Students to the Sources." The American Archivist, Vol. 32 (October 1969), 375-381.

Schellenberg, T. R. Modern Archives, Principles and Techniques. Chicago: The University of Chicago Press, 1956. Chapter XVII, "Reference Service", 224-236.

Thompson, Daniel. "The History of Black Americans." Faculty Forum, (October 1968) 1-4.

Woodward, C. Vann. "The Hidden Sources of Negro History." Saturday Review, Vol. LII (January 18, 1969), 18-22.

CURRICULUM DEVELOPMENT IN

AFRO-AMERICAN STUDIES

The librarian in charge of Special Collections should cooperate with the faculty and administration in acquiring books and related materials to correlate with the curriculum program in Afro-American Studies. The materials should be made available and resources pointed out to the administration, faculty, and other academic libraries. A Concise Selected Bibliography of Books and Periodicals for an Initial Afro-American Library is on pages 57-63.

Discussion: The importance of the library in developing Black Studies and Afro-American Programs, and how to make them effective.

Project: Make a subject bibliography for an Afro-American Studies curriculum.

Readings:

African and Afro-American Studies Curriculum Project. Proposed course of study and selected bibliography. Six Institution Consortium. Greensboro, North Carolina, 1969-70.

Berman, Sanford, African Magazines for American Libraries. Vol. 95 (April 1, 1970), 1289-1293

Black Studies in the University; A Symposium. New Haven: Yale University Press, 1969.

Black Studies; Myths and Realities. A. Philip Randolph Educational Fund, September, 1969.

Proceedings of the Conference on the Georgia Child's Access to Materials Pertaining to American Negroes. Atlanta: Atlanta School of Library Services, 1968.

Ryan, Pat M. "White Experts, Black Experts, and Black Studies." Black Academy Review, Vol. 1 (Spring, 1970) 52-65.

Turner, Darwin. "The Teaching of Afro-American Literature." Humanities in the South, (Spring, 1970) 1-5.

COMMUNITY SERVICE

The Special Negro Collections Librarian can offer many services to the community in making known the materials and information in the collection. The librarian can cooperate with community services for the disadvantaged in offering special programs, compiling bibliographies and reading lists, and by presenting lectures and book talks on black books and history.

Discussion: In what ways can the academic libraries in special collections aid in developing community programs for the disadvantaged?

Project: Compile a bibliography of books for the disadvantaged child on the senior high school level.

Readings:

Andus, Patricia Ann. "Good Reading for Disadvantaged Youth." The Southeastern Librarian, Vol. XVIII (Winter, 1968), 257-268.

Clark, Kenneth B. "A Role for Librarians." Wilson Library Bulletin, Vol. 40 (September 1965), 42-47.

Croneberger, Robert B. and James C. Welbourne, Jr. "Triumph and Tragedy: A Play in Two Acts." Library Journal, Vol. 95 (May 1, 1970), 1705-1708.

Larrick, Nancy. "Life Ain't Been No Crystal Stair." Library Journal, Vol. 94 (February 15, 1969), 843-845.

Shockley, Ann Allen. "Tell It Like It Is: New Criteria for Children's Books in Black and White." The Southeastern Librarian. Vol. 20 (Spring, 1970), pp. 30-33.

Shockley, Ann Allen. "Two Books with Soul: For Defiant Ones." The English Journal, Vol. 58 (March, 1969), pp. 396-398.

A CONCISE SELECTED BIBLIOGRAPHY

OF

BOOKS AND PERIODICALS

FOR

AN INITIAL AFRO-AMERICAN LIBRARY

Compiled by

ANN ALLEN SHOCKLEY
Associate Librarian, and
Head, Special Collections

Fisk University Library Nashville, Tennessee 37208

1970

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SPECIAL SERVICES

There are certain special services that the Special Negro Collection librarian performs and offers. The librarian can cooperate with other libraries, librarians, and community organizations by providing exhibit materials, distributing reference information, preparing subject bibliographies, reading lists, showing films and filmstrips on black history, and by presenting special programs with guest authors and lecturers.

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Publicizing the Special Negro Collection can be most effective in building up the image of the collection as well as enhancing the status of the university or college. Many grants, endowments, and gifts have been presented to academic libraries with black collections because of publicity.

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Discussion: How much should a Special Negro Collection be publicized?

Project: Write a news article for a newspaper publicizing some activity or special item in the collection.

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